



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Standards and Assessment Division Private College Standards 302 Educational Annex 156 Trinity Ave., SW Atlanta, GA 30334	Application Number 78-201	
Application Number		Date Received AUG 21 1978	Date Completed SEP 13 1978
2. Person to Contact Jerry Roseberry		Working Title Coordinator	Telephone Number 656-2538
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1969 Latest To Date		5. Records Series Title (followed by title used in office; if different) CLOSED PRIVATE COLLEGES STUDENT RECORD FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Private College Standards Unit, a section of the newly-created Standards and Assessment Division, has been created to administer the Postsecondary Educational Authorization Act of 1978 (House Bill No. 112), a state law which provides for the licensing and regulating of certain defined degree-granting private colleges and universities.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining enrollment, performance, transfer, graduation, termination and follow-up records on individuals who made application for and/or were formally enrolled in private degree-granting colleges in Georgia that have ceased operations. Included are: student record files, containing, but not limited to, the following documents: enrollment application, GED or high school transcript, registration information, college transcript, course curricular information, preregistration schedule, transferred credit evaluation, Veterans Administration information, transfer and dismissal records. File is arranged: alphabetically by school; thereunder alphabetically by student last name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ Varies with number of private school closures and sizes of student populations.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Privacy Rights of Parents and Students, 45CFR99 (P.L. 93-380, Sect. 513)</u>
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>50</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retention of records for 50 years allows former students to secure documentation of school credits or course completion during a student's life work span for further education or employment.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other closure of college then,

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☒ Transfer to State Records Center; hold 50 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>8/16/78</u>	<u>Walker L. Baumgardner</u>	<u>8-11-78</u>
State Records Committee (Signature) Date			
State Auditor/Designee		<u>W.M. Dixon</u>	<u>9-12-78</u>
Secretary of State/Designee		<u>Carroll Hart</u>	<u>8-28-78</u>
Attorney General/Designee		<u>MA Hill</u>	<u>9-13-78</u>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334-5050

Werner Rogers
State Superintendent of Schools

July 9, 1991

Hall Rogers
Associate State Superintendent
Don Hight
Assistant State Superintendent

Mr. William Mangum
Director
Nonpublic Postsecondary Education Commission
2082 Exchange Place, Suite 200
Tucker, Georgia 30084

11:10:15
RECEIVED
OFFICE

Dear Mr. Mangum:

In compliance with Section 8 of HB 317 which provides for the establishment of the Nonpublic Postsecondary Education Commission effective July 1, 1991, the Department of Education hereby transfers the Records Retention Schedules listed below to your agency. This transaction will maintain legal requirements and ensure continuity in the records management procedures for your program. A copy of the letter dated November 27, 1990 to Stephen Dougherty of the Georgia Student Finance Commission is enclosed. This letter addresses the initial transfer of records for administrative purposes in compliance with Article 4, Section 6 of HB 1254.

Copies of the following Records Retention Schedules for your files are enclosed.

- (1) Schedule 76-3 - Closed Proprietary Schools
Student Record Files
- (2) Schedule 76-97 - Proprietary Schools Administrative Files
- (3) Schedule 78-201 - Closed Private Colleges
Student Record Files
- (4) Schedule 80-405 - Private Colleges Application Case Files

Copies of Records Transmittal and Receipt Forms which describe in detail the records currently stored at the State Archives and State Records Center through November 27, 1990 were given to Stephen Dougherty and Wanda Gray at the November meeting. I am enclosing copies of the transmittals for all records placed in storage from that date until April 24, 1991 when the transfer of all eligible records to the State Archives and State Records Center was completed. Also enclosed is a complete listing by Accession Number for each Records Retention Schedule.

Mr. William Mangum

Page 2

July 9, 1991

Your staff may receive assistance with records management policies and procedures from the Department of Archives and History. Edward Weldon, Director, may be reached at 656-2538 and Robert Williams, Manager of the State Records Center, may be reached at 756-4860. I hope that you and your staff will be successful in accomplishing your mission and meeting your goals. If I may be of further assistance regarding records management please feel free to call me at 656-2513.

Sincerely,

Vickie Oakes

Vickie Oakes
Records Management Officer
General Services Section

VO:vo

Enclosures

cc: Bill E. Denman
Wanda Gray
✓ Edward Weldon
Robert Williams
Bill Stephens